

**LEE COUNTY HEALTH DEPARTMENT**

**POSITION ANNOUNCEMENT**

**POSTING:**                   **INSIDE/OUTSIDE 8/18/21**

**POSITION:**               **COVID Response Team Administrative Assistant**  
                                     **- Contract thru NC Alliance of Public Health**  
                                     **Agencies**

**SALARY:**                   **\$28/hr.**

**DUTIES/RESPONSIBILITIES:** We are looking for an individual to perform a variety of administrative functions in support of the COVID-19 related activities. Duties include assisting the Health Director as needed. Duties may include the coordination and assembly of data for report submission, conducting program outreach into the community and other duties as assigned. Duties will include overseeing data entering of information into our COVID Vaccine Management System (CVMS) and NC EDSS. This position requires a high level of concentration and flexibility. The employee will work 30 hrs. a week; 6 hrs. a day, 5 days a week until approximately the Spring of 2022.

**MINIMUM REQUIREMENTS:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. Knowledge of CVMS Data Entry and strong communication skills. Must be proficient in: MS Word, Power Point and Excel.

Preference will be given to those who are bilingual.

**CLOSING DATE FOR APPLICATIONS:** Open Until Filled

Applicants can submit their application online at:  
<https://leecountync.gov/Departments/HumanResources/Employment/DSSandHealthJobApplicationPage>  
or submit a completed North Carolina State Application Form (PD 107) to Lee County Public Health, PO Box 1528 Sanford, NC 27330.

Pre-Employment Drug Testing and a Criminal Background Check are required.  
**Equal Employment Opportunity**